

Appendix B: Terms of Reference for the Professional Standards Committee

Name	PROFESSIONAL STANDARDS COMMITTEE
Type	<ul style="list-style-type: none"> ▪ Standing ▪ Advisory (to the Association Council)
Membership	<ul style="list-style-type: none"> ▪ Members are appointed by Council for three-year terms which are renewable ▪ The chair is nominated by the Council, and may be Councillor ▪ There are between four and eight other members with appropriate experience and expertise, including at least one Councillor if a Councillor is not Chair, a Principal, and someone at a Director's level of the Association's ministries. ▪ The Professional Standards Officer is a member of the Committee. The HR Manager of the Association is its Executive Officer
Purpose and scope	<ul style="list-style-type: none"> ▪ The purpose of the Committee is to provide the Council with advice on the development and implementation of suitable means for assuring (a) the safeguarding of children and young people in its ministries, and (b) appropriate standards of professional conduct of the personnel who lead and work in these ministries ▪ The Committee aligns its work with the strategic directions and priorities of the Association as these apply to its purpose, and consistently with any relevant policies and practices of the Association ▪ The Council may direct other tasks to the Committee from time to time ▪ The Committee may appoint one or more ad hoc sub-committees or task-forces to address specific or short-term matters
Deliverables	<ul style="list-style-type: none"> ▪ The Committee: <ul style="list-style-type: none"> - assists with the development of Association-level child protection standards which assure the safeguarding of the children and young people with whom the Association is involved, and the professional conduct of personnel; - has a means for providing assurance to the Association Council that the Marist child protection standards are being met by each school and ministry conducted by the Association; - receives and considers reports, in a manner and frequency it deems appropriate, concerning the ways that any current matters have been managed either by individual MSA-governed schools, by MYM, and/or the Hermitage; - receives and considers reports from the Boards of MYC and AMS, through a means and frequency it deems effective, describing how each Board has been assured that suitable policies and protocols regarding child protection are being implemented.
Meeting arrangements	<ul style="list-style-type: none"> ▪ Meetings are scheduled by the Chair at least three times per year ▪ Meetings may be in person or be held via teleconference or videoconference ▪ The agenda is set by the Chair. The agenda and meeting papers are circulated by the EO of the Committee to members at least two days before a meeting. ▪ A quorum is made up of half the members plus one ▪ A declaration of interest is a standard item of business ▪ The Committee operates within the same Code of Conduct as the Council
Reporting	<ul style="list-style-type: none"> ▪ Meetings are minuted in a manner prescribed by the EO of the Council. The EO of the Committee takes the minutes. ▪ Draft minutes are sent by the Chair to Committee Members and the EO of the Council within five working days of the meeting. ▪ Minutes of the most recent meeting are tabled at the following meeting of Council, and are presented by Councillor-member of the Committee.

Chair:

Dr Jane Comensoli

Members:

Ms Erica Pegora

Mr Paul Herrick

Ms Alison Jeffries

Ms Maria Kirkwood

Mr Bernie McMahon

Mr Ross Tarlinton

Mr Norm Maroney

Mr Anthony Micallef

Executive Officer: